

Effective Date: 10/26/78  
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Sept., 2012

**Town of Concord**

**APP # 2-A**  
**Out-of-State Travel**

Each year, the Town Manager's budget may include an allocation to cover out-of-State travel costs. In addition, Enterprise Funds, Special Revenue Funds and departments' General Fund accounts may be utilized for out-of-State travel expenses under certain circumstances and with the Town Manager's prior approval. Out-of-State travel typically involves travel directly to and from meetings, events, and assignments attended and/or carried out in the performance of an employee's official duties. Qualifying expenses do not include any travel costs unrelated to the employee's official business. For example, airfare and auto expenses to a professional conference qualify with prior approval, while travel costs for personal activities while at a conference will not qualify. In addition, all other professionally related expenses incurred on a trip (e.g. conference registration fees) are to be expended from each department's budget.

During the annual preparation of the budget, any anticipated travel costs should be submitted as part of the department's request for consideration. Inclusion of such costs in the budget does not necessarily constitute approval to travel and/or commit funds. In order to have funds officially approved, the attached form must be completed.

Upon completion of this form, all out-of-State travel must be specifically authorized by the Town Manager in advance of commitment of any funds (airfare, hotel reservations, etc.). Requests to utilize out-of-state travel funds from the Town Manager's appropriation account or to utilize other department funds for out-of-state travel may be made throughout the fiscal year by completion of the attached form.

In order to process a bill for travel expenses, a copy of the approved request form must accompany the bill schedule which must be signed by the authorized department head or designee for the account being charged. In order to process a bill for out-of-state travel from an Enterprise Fund, a bill schedule should be completed following the Enterprise Fund's normal procedures (which must also include attaching a copy of the request form).

**APP #2-B**  
**In-State Travel**

All in-State travel expenses, such as registration fees, reservations, etc., must be pre-approved by the employee's department head or designee prior to commitment of funds.

Distribution: All Department Heads

## **Appendix A**

### **Procedure for Submitting Out-Of-State Travel Requests**

- 1. The requestor fills in request form completely and submits to his or her department head. Please attach brochure, summary details of conference or trip description to the form wherever possible. The cost of conference or training registration is included as an item on the form in order to arrive at an overall total cost estimate. This fee is not chargeable as out-of-State travel - it is charged as a departmental operating expense.**
- 2. Upon receiving a completed request form, the department head reviews the appropriateness of the trip, cost estimate and availability of funds. The department head should check with the Town Accountant if the travel expenditure is proposed to be charged to the Town Manager's line item (1-122-123-0-5721-0).**
- 3. If the department head approves, then the form is signed and sent to the Town Manager for approval.**
- 4. If the Town Manager approves, then the form is signed and staff of the Town Manager's Office sends the original to the department head and a copy to the Town Accountant who encumbers the designated account (if General Fund) and files the copy.**
- 5. The department head gives a copy to the requestor and files the original.**
- 6. The requestor, upon completing out-of-state travel, submits a request for reimbursement with substantiating receipts along with copy of the approved Out-of-State-Travel Request form.**